



EMPLOYMENT OPPORTUNITY
AMERICAN EMBASSY, PRISTINA
COOPERATIVE ASSOCIATION OF PRISTINA EMPLOYEES (CAPE)

JOB TITLE: Operational and Activity Manager

HOURS: Part-time – 25 hours per week.
Mon-Fri; 09:00-14:00 preferred

SALARY: Depending on experience 5.00-10.00 Euros or US equivalent per hour

CAPE is seeking a part time qualified Recreation Manager, reporting to the Board of Directors of CAPE. This position is open to eligible family members (EFM) s and member of households (MOH) s. The following is a summary of the basic duties, responsibilities, and qualifications required for the position: A contract will be awarded for a six month term with an option to renew at the Board's discretion.

MAJOR DUTIES AND RESPONSIBILITIES:

Responsible for coordination with the CAPE Board regarding CAPE activities. Oversee and guide CAPE activities, including but not limited to, food and beverage services, member services, special events, financial management, commissary and TDY units.

Suggest new programs and services to support and better serve the membership, ensuring profitability to the CAPE Board. Develop, promote and maintain sound management practices within CAPE, including compliance with State Department regulations, timely submission of required reports, and ensuring that all account activities are fully and properly documented and properly controlled.

Make recommendations to the Board on budgeting, purchases and improving services and profitability.

Plan activates and events, work closely with the CLO on joint projects.

QUALIFICATIONS:

Relevant work experience in at least one of the following areas, procurement, negotiating, sales, inventory, food services, accounting, organizing large events, customer service, supervision

Outstanding organizational, communications, and "people" skills a must.

Working knowledge of computers and the ability to learn programs used at CAPE such as QuickBooks.

Must have the maturity and leadership qualities to build an effective profitable service team with high standards and high morale.

APPLICATION PROCEDURE:

Applicants should submit a resume and cover letter outlining relevant experience to the CAPE board of directors at PristinaCAPEBoard@state.gov by close of business Monday, December 8, 2014. Questions concerning this position may be directed to CAPE Board President, Michelle Lakomy at 381 38 5959 3215 email: LakomyML@state.gov